

# INFORMATION BULLETIN

## JOB TRAINING PARTNERSHIP ACT

Employment Development Department

Number: B98-42

Date: November 12, 1998  
Expiration Date: 2/28/99  
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TO: SERVICE DELIVERY AREA ADMINISTRATORS  
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS  
JTPD PROGRAM OPERATORS  
EDD JOB SERVICE OFFICE MANAGERS  
JTPD STAFF

SUBJECT: CAPACITY BUILDING WORKGROUP MEMBERSHIP

In order to better represent the diversity of the Private Industry Council and Service Delivery Area (SDA) population, we are seeking to expand SDA representation on the Capacity Building Workgroup (CBWG) by two or three positions. The CBWG representatives are SDA administrators, and we would prefer to maintain the membership at the administrator level. Representatives from the Los Angeles and Bay Areas are especially encouraged to apply. The CBWG typically meets in Sacramento three to four times a year and will occasionally schedule conference calls.

The CBWG has been in place since 1993. It is a partnership of selected SDA administrators that work with members of the Capacity Building Unit (CBU) in the Job Training Partnership Division. The CBWG was formed as a result of the 1992 Job Training Partnership Act (JTPA) Amendments to develop a plan for implementing capacity-building efforts for California's employment and training system. Capacity-building is defined as "the systematic improvement of job functions, skills, knowledge, and expertise of the personnel who staff employment and training systems."

The purpose of the CBWG is to provide input on the training direction and technical assistance needs of the JTPA community. Working closely with the CBWG, the CBU continues to refine existing products, provide additional services, and add new courses and workshops to the curriculum. As part of the CBWG's efforts, the CBU has been able to develop successful training programs and enhance capacity-building opportunities.

All interested administrators are invited to apply by submitting a letter indicating their interest to:

Job Training Partnership Division  
Capacity Building Unit  
Attention: Michael Baldwin  
P.O. Box 826880, MIC 69  
Sacramento, CA 94820-0001

If you have any questions about the CBWG, please contact Michael Baldwin with the CBU at (916) 654-7986.

/S/ BILL BURKE  
Assistant Deputy Director